



Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

Scott Walker
Governor

Donald P. Dunbar
Adjutant General



HS UASI Southeast Wisconsin Threat Analysis Center (STAC) 2014

Grant Announcement

**Applications must be submitted through
Egrants on or before September 15, 2014**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 michael.jordan@wisconsin.gov
Budget/Fiscal:	Deb Hughes (608) 242-3236 deborah.hughes@wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: WEMEgrants@wisconsin.gov Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS UASI Southeast Wisconsin Threat Analysis Center (STAC) 2014

Description: Funding shall be used for the STAC to upgrade technology and software in order to maintain existing capabilities; collaborate with local, state and federal law enforcement agencies to identify and minimize threat factors; maintain and expand partnerships with private sector; and provide training as necessary.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: September 15, 2014

Project Start Date: October 1, 2014

Project End Date: September 30, 2015

Anticipated Funding Amount: As approved by the Funding Advisory Committee the dollar amount available under this funding opportunity is \$55,000.

Match/Cost Sharing Requirement: None

Eligibility: Only the City of Milwaukee Police Department is eligible to apply.

Eligible Expenses: Funding may be used for travel/training, supplies and operating expenses and consultants/contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS UASI Southeast Wisconsin Threat Analysis Center (STAC) 2014

Program Description

Homeland Security funding is provided in order to help maintain existing capabilities.

STAC, a recognized fusion center, ceased receiving funding from the UASI grant program in 2010. Despite that, with the continued support of the Milwaukee Police Department and the city of Milwaukee, STAC maintains a viable presence in task force assignments with regional and federal partners. Partnerships have continued despite cuts in UASI funding that previously supported these assignments. The information sharing environment created by STAC, the value assigned by supporting agencies and the desire of regional stakeholders to continue in partnership with regional law enforcement are all indications of the usefulness of effective intelligence gathering and analysis in the state's most populous region.

Funding shall be used to upgrade technology and software in order to maintain existing capabilities; collaborate with local, state and federal law enforcement agencies to identify and minimize threat factors; maintain and expand partnerships with private sector; and provide training as necessary.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<http://emergencymanagement.wi.egranets.us/filecabinet/egranets-system-user-guide.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for contractors may not exceed \$45.00/hour or a daily reimbursement rate of \$450.00/day. Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

5. Budget Narrative

Describe your program or project in detail, including what objectives will be accomplished. Describe the software equipment and training that will be purchased with this funding.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes. MABAS, SMART and mutual aid agreements will be used if applicable. The procedure for requesting this resource is to be on file with the County Emergency Management Director. By accepting this grant it becomes the responsibility of the agency that receives equipment to respond with the equipment as may be needed. Joint training and inter-agency collaboration for purposes of the sharing of equipment, facilities and expertise, and planning templates and documents is strongly encouraged. The grantee is required to maintain proper training and inventory records.

2. Agencies that accept funding are responsible for all sustainment costs.
3. Copy of contracts must be submitted to DMA. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contracts into Egrants in the program report.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf> . It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.
Email: WEMEgrants@wisconsin.gov
Telephone: (608) 242-3236